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# GOVERNMENT GAZETTE

## BOLETIM OFICIAL

### SUPPLEMENT

(SUPLEMENTO)

#### GOVERNMENT OF GOA, DAMAN AND DIU

Secretarial

#### Notification

In exercise of the powers conferred by the proviso to article 309 of the Constitution, read with the Government of India, Ministry of External Affairs letter no. F.7(11)/62-Goa dated the 25th July 1963, the Administrator of Goa, Daman and Diu is pleased to make the following rules relating to the recruitment to the Ministerial and Stenographers' Services under the Goa Government Secretariat, under the Government of Goa, Daman and Diu.

1. **Short title.** — These rules may be called Goa Government Ministerial and Stenographers' Services Recruitment Rules, 1966.

2. **Application.** — These rules shall apply to the posts specified in column 1 of the Schedule to these rules.

3. **Number, classification and scale of pay.** — The number of posts, classification of the said posts and the scales of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule.

4. **Method of recruitment, age limit and other qualifications.** — The method of recruitment to the said posts, age limit, qualifications and other matters

connected therewith shall be as specified in columns 5 to 13 of the aforesaid Schedule.

Provided that,

- the maximum age limit specified in the Schedule in respect of direct recruitment may be relaxed in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes and other special categories in accordance with the orders issued by the Central Government from time to time; and
- no male candidate, who has more than one wife living and no female candidates, who has married a person having already a wife living, shall be eligible for appointment, unless the Central Government, after having been satisfied that there are special grounds for doing so, exempts any such candidate from the operation of this rule.

5. These rules will come into effect from the date of the Notification and will relate to appointments to the various posts made on or after this date. An appointment made prior to this date through a duly constituted Staff Selection Board/Departmental Promotion Committee will be deemed to be a regular appointment, notwithstanding any provisions contained in these rules, and the probation period in that case will extend to six months only from the date of this notification.

G. K. Bhanot  
Chief Secretary

Panjim, 26th April, 1966.

## SCHEDULE

Name of Post	No. of posts	Classification	Scale of Pay	Whether Selection or Post (For purposes of promotion)	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of Promotees	Period of probation if any	Method of rectt. whether by direct rectt. or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a DPC exists, what is Service Commission to be consulted in making rectt.	Circumstances in which Union Public
1	2	3	4	5	6	7	8	9	10	11	12	13
1) Lower Division Clerks	62	Class III (Non-gazetted Ministerial)	110-3-131-4-155-EB-175-5-180	Non-Selection.	18-21 years.	i) Matriculation or equivalent qualifications until replaced by Higher Secondary. ii) Speed of 30 words per minute in typewriting in English subject to orders which are issued from time (retaxable for the physically handicapped persons who are otherwise qualified to hold the aforesaid post and who are certified as being unable to type on account of physical disability by the Medical Board attached to the Special Employment Exchange (or by the Staff Surgeon until such a Board is set up by the Directorate of Employment and Training).	Age — No. Qs. — Yes	Two years	Promotion — 12-1/2% Direct rectt. — 87-1/2% (Promotion — failing which direct recruitment, failing both, transfer/deputation. Deputation will normally be for three years).	Promotion from Class IV employees. Transfer/deputation — suitable official holding equivalent post in the Central or any State Government.	Yes Class III DPC.	As required under the rules.
2) Upper Division Clerks	36	Do	130-5-160-8-200-EB-8-256-EB-8-280-10-10-300	Selection.	N. A.	Intermediate/Senior Cambridge/Higher Secondary Certificate or equivalent qualifications.	N. A.	Two years	(Promotion — failing which direct recruitment, failing both, transfer/deputation. Deputation will normally be for three years).	Promotion from the grade of Lower Divisions Clerks having at least 6 yrs' standing in the grade. Direct rectt. age will be 18-21 yrs. Qualifications as in column 7. Transfer/Deputation suitable official holding equivalent post in the Central or any State Government.	Do	Do
3) Assistant	20	Class III (Non-gazetted Ministerial)	210-10-290-115-320-EB-115-425.	Non-Selection.	20-24 years.	Degree of a recognised University or equivalent.	N. A.	Two years.	Promotion — 50% Direct rectt. — 50% (Promotion, failing which direct rectt. failing both transfer/deputation. Deputation will normally be for three years).	Promotion — Upper Division Clerks having at least 3 years standing in the grade. Transfer/deputation — suitable official holding equivalent post in the Central or any State Government.	Yes Class III DPC.	As required under the rules.
4) Assistant (Accounts)	1	Do	Do	Selection.	N. A.	N. A.	N. A.		Promotion			

5) Junior Stenographer.	12	Class III (Non-gazetted Non-ministerial)	130-5-160-8-200-EB-8-256-EB-8-280-10-300.	N. A.	18-25 years.	i) Matriculation or equivalent until replaced by Higher Secondary. ii) Speed of 100 words per minute in Short-hand and 35 words per minute in type-writing.	N. A.	Two years	Direct rectt. failing which transfer/deputation. Period of deputation will be 3-5 yrs.	Transfer — suitable officials holding equivalent posts in the Central Government or any State Government.	N. A. As required under the rules.
6) Senior Stenographer.	9	Do	210-10-290-15-320-EB-15-425.	Selection.	Do	i) Matriculation or equivalent qualifications until replaced by Higher Secondary. ii) Speed of 120 words per minute in Short-hand and 40 words per minute in type-writing.	N. A.	Two years	Promotion -66-2/3% Direct recruitment -33-1/3% (Promotion, failing which direct recruitment, failing both, transfer/deputation).	Promotion—Junior Stenographer, having at least 3 yrs. standing in the grade. Deputation/transfer — suitable officials holding equivalent posts in the Central Govt. or any State Govt. (Period of deputation will be 3-5 yrs.).	Yes Class III DPC. Do
7) Superintendent.	22 *	Class III (Non-gazetted Ministerial)	350-25-575 Promotees to start at Rs. 400/-.	Selection	N. A.		N. A.	Two years	Promotion, failing which transfer/deputation.	Promotion — (a) 50% from the grade of assistants and senior stenographers having at least 3 years service in the respective grade. (b) 50% by departmental promotion on the basis of competitive examination — limited to assistants, senior stenographers and head clerks in the scale of 210-10-290-15-320-EB-15-380 and holding equivalent ministerial posts, under Goa Government — 3 years service minimum in the respective grade. Transfer/ deputation — suitable official holding equivalent post in the Central or any State Government. Deputation normally will be for a period of three years.	Yes Class III DPC. As required under the rules.

\* They include two posts, one each, in the personal staff of the Administrator and the Chief Minister, Goa.

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